Google Workspace Activity Book

by: Becky Livingston

THE BASICS

This activity will walk you through the basics of the Google Workspace navigation.

- Open your browser and sign in to your Google Workspace Account (directly at https://drive.google.com).
- Create a folder from the left navigation panel.
- Enter a folder name of your choice; click Create.
- When the folder appears within the Folder section of My Drive, double-click on it to open the folder.
- Add some pictures from your computer to the folder, using New -> File Upload on the left navigation panel.

   a. Tip: You can upload multiple files at once by using Ctrl + A

- Right-click on a blank area of the folder and choose New Folder and call it Pictures; click Create
- Either click on each picture while holding down the shift key (Mac) or use you mouse to drag a box around all the pictures.
- Drag the group of pictures into the Picture folder. Notice the "breadcrumb" of folders just about your picture files. It should be something like My Drive > Folder name you created > Pictures
- From within your Pictures folder, star one of your images by clicking on the image, either using the three-dot menu in the top right or by right-clicking, and choosing Add Star.
- On the left navigation panel, click Starred to see the image you just starred.
- On the left navigation panel, click Recent. It should display all your recent activity.
- On the left navigation panel, click My Drive. You will be back at the "home" of your Drive.
- In the Search Box, type the picture file image extension your pictures used, like .jpg, .png, .jpeg. All the files with that extension should appear.

   a. If you're currently in grid view, change to list view in the top, right corner.
   b. Choose a photo you want to delete by clicking on the file name then choose the trash can either on the left navigation or top navigation bar.

DOCUMENTS

This activity will walk you through how to use the Google Workspace Doc app.

1. Open your browser and sign into your Google Workspace and go to Docs, or sign directly into Google Docs using https://docs.google.com and then sign in.
2. On the left navigation, click New -> Google Docs.
3. Name the file in the top, left corner.
4. Add a Headline to the document and change the text from Normal Text -> Heading 1 using the Toolbar menu.
5. Add two paragraphs of text (you can copy/paste this from something else or a document online).
6. Highlight the first paragraph and choose Center align from the Toolbar.
7. Increase the font size of one of the sentences by using the increase/decrease font buttons on the Toolbar.
8. Add another heading. Change the heading font using the Toolbar (default is Sans Serif)
9. Choose some text and change its color by highlighting the text and clicking the Underlined A in the Toolbar.
10. Insert a horizontal line between 2 sections of text
11. Adjust the page margins using the File -> Page Setup feature.
12. Insert a picture and then place it on the right side and wrap text around it.
13. Insert a Table that is 2 columns wide by 2 rows high.
14. Scroll to the bottom of your page, double click and insert a Footer by typing text. Click outsider the footer area to complete it.
15. Insert a row in the table you created using Table -> Insert Row

Activity should look like this.

SHEETS

This activity is provided to help you create, edit, and maintain a Google Sheet.

1. Login to Google Workspace
2. Click New -> Google Sheets (or go to https://sheets.google.com)
3. Enter a spreadsheet name
4. If you have data in an Excel or CSV file that you can import, import that data using File -> Import. If you do not, enter information into at least 3 rows and 3 columns.
5. Insert a new row above an existing row using Insert -> Rows Above
6. Add a new column to the right of your 2nd column.
7. Delete the new row you added in step 5.
8. Move one row to a new location using the drag-and-drop technique.
9. In a new cell, create a series of data with Week 1, Week 2, Week 3, Week 4 – Week 10.
10. Bold one item in that series, change the color of another item, change the font size in a third.
11. Add a series of numbers to a column. Add conditional formatting on them to change a cell color based on the rule you choose.

SLIDES

This activity is provided to help you create, edit, and maintain a Google Sheet.

1. Open your browser and sign in to your Google Workspace Account (directly at https://docs.google.com/presentation).
2. On the left navigation, choose New -> Google Slides and choose a blank presentation or click the Google apps button near the top-right corner of a Google page and then click the 'Slides' button
3. Name the presentation
4. Choose a presentation theme
5. On the first slide, add a presentation title. In the subtitle box, enter a date.
6. Add a new slide (Slide -> New or use CTRL button and the M button at the same time)
7. On the new slide, change the background (Slide -> Change background) and change the background color
8. Add another new slide
9. On the new slide, change the slide layout (Slide -> Apply Layout) to a title and two columns
10. Enter a small amount of text into each box column; Add a slide transition to this slide only. Choose a Fade transition and click Play; remove the transition
11. On this same slide, add an animation (Object -> Animation) from within the slide. Select the second column and choose an animation style. Click Play (you may need to click your mouse to see it function)
12. Delete the animation.

SEND/SAVE FILES

When you're sending a file, you can add attachments in Gmail up to 25 MB—but what if you have larger files such as videos? Save these large files in Google Workspace, then insert a link to the Drive or shared drive file in your email.

Note: If your recipients don't have viewing permissions for the file, Gmail will let you grant them access before sending.
- Insert Drive files in your Gmail messages
- On your computer, open Gmail.
- At the top left, click Compose.
- Click Google Drive .
- Select the files you want to attach.
- At the bottom of the page, decide how you want to send the file:
  - Drive link: This works for any files stored in Drive, including files created using Google Docs, Sheets, Slides, or Forms.
  - Attachment: This only works for files that weren't created using Google Docs, Sheets, Slides, or Forms.
- Click Insert.

Save and Download Attachments
When you receive a file in Gmail, you can download it to your computer or save a copy of it to Google Drive.

Download an attachment to your computer
1. On your computer, go to Gmail.
2. Open an email message.
3. Hover your mouse over the thumbnail, then click Download .

Your browser saves attachments you've downloaded in a download folder. Check your browser's settings to see where to find your downloads. If you use Google Chrome, learn about downloading a file on Chrome.

You can also drag pictures and attachments from your email to your desktop to download them.

Save a copy of Gmail attachments to Drive
Important: Some attachments can be seen or shared, but not saved to Google Drive.
1. On your computer, go to Gmail.
2. Open an email message.
3. Hover your mouse over the thumbnail, then click Add to Drive .
You can see any files you've downloaded in Google Workspace.

CHANGES IN DRIVE FILES & FOLDERS

See all changes to a file or revert to a previous version.

- In Google Drive, open your file.
- From Docs, Sheets, or Slides, select FileVersion history > See version history.
  Note: You need Owner or Editor access to the file.
- Click a timestamp to see a previous version of the file. Below the timestamp, you'll see:

  - Names of people who edited the document.
  - A color next to each person's name. The edits they made appear in that color.

- (Optional) To revert, name, or copy a previous version, click:

  - Restore this version to make it the active version.
  - More > Name this version to name a previous version.
  - More > Make a copy to create a copy of a previous version.

See what's changed since you last opened a file.

- In Google Drive, open your file.
- If there are new changes to a document, you can do one of the following options:
  - Next to the menu bar, click See new changes.
  - Click File > See new changes.

- At the top, use the arrows to scroll through the list of changes. Added text is highlighted, and deleted text has a strikethrough.
- (Optional) To see your document's entire revision history, in the top corner, click See revision history.
- (Optional) To go back to the original view, click the back arrow at the top.

See who commented, edited, moved, or shared a file.
- In Drive, at the top right, click View details .
- The Activity tab is automatically selected and all the activity for My Drive is listed. For each activity, the details include:
  - The file or folder affected
  - The user that made the change
  - The date and time of the activity
  - Any other users affected by the activity
- In My Drive, select any item to see specific details.

CHANGES IN DRIVE FILES & FOLDERS

See who's viewed your file or who you've shared it with.

- In Docs, Sheets, or Slides, open the file. Note: You will need to have edit access for the file to see the Activity dashboard data.
- Click Tools > Activity dashboard.
- You can see information about the activity on your file, including:
  - Shared with tab: Shows people you've shared the file with. You can also email collaborators.
  - All viewers (organization) tab: Shows people in your organization who have viewed the file.
  - Viewer trend tab: Shows a chart of viewers over time.

- (Optional) If you don't want your view history to appear in Activity dashboard, click Privacy Settings and choose an option:
  - Turn off view history for all files: Under Account setting, turn off Show my view history for all Docs, Sheets and Slides files.
  - Turn off view history for one file: Under Document setting, turn off Show my view history for this document.
- Click Save.

Note: This feature is available for **G Suite Business and Enterprise users only** (when administrator permissions allow).

See changes in a shared drive

1. Open Google Workspace and on the left, select a shared drive.
2. At the top right, click View details.
3. Click Activity.

SHARING LINKS

Share Your Document

- In Google Drive, select your file.
- Click Share.
- Enter the names or email addresses of the people you want to share the document, spreadsheet, or presentation with.
- Choose their permission level (edit, comment, view).
- Click Send.

Copy, Paste, and Send a Link

- In Drive, select your file.
- Click Share.
- Click Copy link and click Done.
- After you paste the link, change the end of the URL before sending it. For example:

    Before:
    - http://docs.google.com/document/d/<doc_id>/edit?usp=sharing
    - http://docs.google.com/spreadsheets/d/<doc_id>/edit?usp=sharing
    - http://docs.google.com/presentation/d/<doc_id>/edit?usp=sharing

    After:
    - http://docs.google.com/document/d/<doc_id>/export?format=pdf
    - http://docs.google.com/spreadsheets/d/<doc_id>/export?format=pdf
    - http://docs.google.com/presentation/d/<doc_id>/export/pdf

- Send the modified PDF link. When you click the link, you (or anyone else) can download a PDF copy of your file.

Note: If your shared file is large, it may take a little time to download.

UNRESOLVED COMMENTS & SHORTCUTS

Find and act on unresolved comments.

- In Drive, on the right of the search box, click the Down arrow .
- Scroll down and next to Follow up, click the Down arrow > Action items only.
- (Optional) To refine your search, specify any other search criteria. For example, you might want to narrow down the file location or type.
- Click Search.
- In the results, you'll see the number of unresolved comments in a circle next to the file.
- Click the circle > *x* Action Items (x is the number of comments) to open the file to the first unresolved comment.

Create Shortcuts

- Open Drive.
- Right-click a file or folder.
- Click Add shortcut to Drive.
- Select the location for the shortcut.
- Click Add Shortcut.

Notes:
- If you create a shortcut in a folder that's owned by someone else, you can't delete the shortcut.
- You can't create a shortcut of a shortcut, but you can make a copy of it.

Delete Shortcuts

- Open Drive.
- Right-click a shortcut. In Drive, shortcuts have an arrow on the file or folder image.
- Click Remove.
- (Optional) To permanently remove the shortcut, delete it from your trash:

    1. On the left, click Trash.
    2. Right-click a shortcut Delete forever.

Note: Deleting a shortcut does not delete the original file or folder the shortcut is based on. The original file or folder can only be deleted by the owner.

COLLABORATORS

Email collaborators right from a Google Docs, Sheets, or Slides file. If you're working on a shared drive file, you can email all members of the shared drive at once.

- In Docs, Sheets, or Slides, open the file.
- Click File > Email > Email collaborators.
- (Optional, shared drive files only) To email all members of the shared drive, check the Members box.
- (Optional) Change the email recipients or add a subject.
- Add a message.
- (Optional) To send a copy of the email to yourself, check the Send yourself a copy box.
- Click Send.

Get notified if a file is shared with you.

Turn on notifications:
- In Chrome Browser, open Drive.
- Click Settings (gear) and select Settings.
- On the left, click Notifications and choose an option:
    - To receive updates on your web browser, check the Get updates about Google Drive items in your browser box, and select the items you want to be notified about.
    - To receive updates by email, check the Get all updates about Google Drive items via email box.
- Click Done.

Transfer ownership of a file or folder.
1. Open Google Drive and click the file or folder you want to transfer to someone else.
2. Click Share .
3. To the right of a person you've already shared the file with, click the Down arrow .
4. Click Make owner.
5. Click Done.

After you make someone else the owner of a file, you can edit the file unless the new owner decides to change your permissions.

SHARING FILES

Share content with multiple people.

Note: If you add someone to your group, that person automatically gains access to content you previously shared with that group. If you remove someone from a group, that person no longer has access to any content you shared with the group.

Share content with a group using a single address.

Before you begin, create a group and add people to it.

https://support.google.com/a/users/answer/9303222

- Select content that you want to share, such as sites, docs, and files stored in Drive.
- Find the sharing feature for your content:
    - Sites: Click Add people.
    - Docs, Sheets, and Slides: Click Share in the upper right corner.
    - Forms: Click More > Add collaborators.
    - Drive: Click Share.

- Enter your Groups address (such as marketing@solarmora.com) where prompted and confirm your sharing permissions.

Set an expiration date for file access.

When you set an expiration date, access roles are affected in the following ways:

- For files, you can add an expiration date for viewers, commenters, editors, and published viewers if the file supports Published viewer.
- For folders, you can set expiration dates for viewers and commenters. If you set an expiration date for an editor on a folder, their role changes to Viewer. However, you can still change their role to Commenter and retain the expiration date.

- Open a file in Google Drive.
- Click Share.
- Find the user and next to the user's name, click the Down arrow > Add expiration.
- To accept the 30-day expiration date, click Send.
- If you want to change the default expiration date, for Access expires, click Edit and select the expiration date from the calendar.
- (Optional) To remove the expiration, click Remove expiration.
- Click Done > Send.

SHARING FILES

Restrict sharing options on Drive files.

If you're sharing a Google Drive file that you own, which has sensitive content, you can stop people from re-sharing, downloading, printing, or copying the file or changing access permissions.

Prevent editors from re-sharing and changing access permissions.

If you're sharing a file, the owner and anyone with editor access can change the permissions and share the file.

Important: If you prevent sharing of a folder, it only applies to the folder. To prevent sharing the files inside, you have to change this setting for the files inside.

To prevent others from sharing your file:
- Open the file in Google Drive, Google Docs, Google Sheets, or Google Slides.
- Click Share or Share.
- At the top, click Settings.
- Uncheck Editors can change permissions and share.

Prevent commenters and viewers from downloading, printing, or copying files.

People with edit access to your files can:
- Share the file with others.
- Add or remove people from the file.
- Change access permissions to the file.
- Copy, print, or download the file.

Important: You can't apply this setting to a folder, but you can apply it to individual files in the folder. To prevent viewers and commenters from printing, copying, or downloading your file:
- Find the file or folder in Google Drive, Google Docs, Google Sheets, or Google Slides.
- Select one or more files you want to limit.
- Click Share or Share.
- At the top, click Settings.
- Uncheck Viewers and commenters can see the option to download, print, and copy.

When someone with Commenter or Viewer access tries to download, print, or copy the shared file, those options are grayed out and not available.

TRANSFER OWNERSHIP / MARK AS FINAL

Transfer ownership of a file or folder.
1. Open Google Drive and click the file or folder you want to transfer to someone else.
2. Click Share.
3. To the right of a person you've already shared the file with, click the Down arrow.
4. Click Make owner.
5. Click Done.

After you make someone else the owner of a file, you can edit the file unless the new owner decides to change your permissions.

Mark a shared file as final.

When you finish making changes to a shared file, you can make it view only and mark it final. Previous collaborators and anyone new you share the file with will be able to view it, but they won't be able to see the revision history, add comments, or make changes.

If you shared the file with specific people or a group:
- In Google Drive, right-click the file and select Share.
- To the right of the person or group you want to change, click the Down arrow Viewer.
- Click Save.

If you shared the file with your organization:
- In Drive, right-click the file and select Share.
- Under Get link, at the right, click the Down arrow Viewer.
- Click Done.

Rename your file to mark it final or archived.
1. Open the file and at the top, click the file name.
2. Before the file name, enter [Final] or [Archived].
3. Press Enter.

RECORD VIDEO MEETING

If recording is enabled by an administrator, you can record video meetings for people to watch later. You can record if you're the meeting organizer or in the same organization as the organizer.

When you record a video meeting:
- Recordings include the active speaker and anything that's presented. Other windows or notifications are not included. Pinning a participant won't affect who is shown in the recording.
- Recordings are saved to the organizer's Meet Recordings folder in My Drive. An email with the recording link is also sent to the meeting organizer and the person who started the recording. The link is also added to the Calendar event.
- People outside of your organization, mobile app users, and people who dial in using a phone get notified when the recording starts or stops, but can't control the recording.
- If a participant turns on live captions during recording, the captions won't be recorded and don't appear when you play the recording.

Start and stop a recording.
1. Open Meet.
2. In a video meeting, at the bottom, click Activities RecordingStart recordingStart.
3. If needed, go to Can't find the recording button.
4. Wait for the recording to start.
5. Other participants are notified when the recording starts or stops.
6. Click Stop recording when you finish.
7. The recording also stops when everyone leaves the meeting.
8. Click Stop recording again to confirm.

When the recording file is ready, it's saved to the meeting organizer's My Drive in the Meet Recordings folder. An email with the recording link is also sent to the meeting organizer and the person who started the recording.
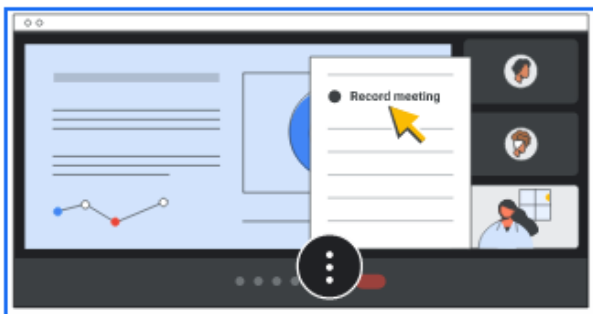
PLAY, SHARE, DOWNLOAD, OR SAVE A RECORDING

In Google Workspace

Recordings save to the meeting organizer's My Drive > Meet Recordings folder. However, if the organizer changes or if the meeting occurs outside of the scheduled Calendar time, the recording link is sent to the original event organizer.

- To share a recording, select the file and click Share . Or, click Link and paste the link in an email or chat message.
- For best results, download the recording and then play it from your computer. Select the file and click More Download . Double-click the downloaded file to play it.
- In Drive, double-click the recording to play it. "Still processing" appears until the file is ready for online viewing.
- To add a recording to My Drive, select the file and click Add to My Drive

From an Email Link

An email with the recording link is sent to the meeting organizer and the person who started the recording.

1. In the email, click the link and wait for the recording to open..
2. Select an option:

  - To play the recording, click Play .
  - To share the recording, click More Share. Enter user names or email addresses and click Done.
  - Note: You can also copy and share a link.
  - To download the file, click Download.
  - To add the recording to the current folder, click Add to My Drive .

In the Calendar Event

If the recording starts during the scheduled meeting time, the recording is automatically linked in the Calendar event. Meeting participants who are in the same organizational unit as the meeting organizer are automatically granted access to the recording.

SEARCH & FIND

Search for image files by description.
Search for images you've stored in Google Workspace by describing or naming what's in them. You can also search for text in PDFs and images you've stored in Drive.

For example, searching for "Mount Everest" in Drive shows all of your stored Mount Everest photos and any documents that contain text about Mount Everest. The file name doesn't even have to match the image.

Find image files or search for text inside PDFs and images.
In Drive, just type the text you want to search for in the search box.

Find files in a shared drive by owner.
If you're looking for a file that you didn't create in a shared drive with a lot of members, searching by team member can take some time. However, if you know who created the file, you can search by creator to easily find it.

Search by the file's creator.
1. In the shared drive search box, enter creator: followed by the email of the person in your organization who created the file. For example, creator:yourcolleague@organization.com.
2. (Optional) To refine your search, add other search terms in the search box or click the Down arrow and add more search operators.
3. Press Enter.

CALEDNAR

Set Up Events Notifications

Set preferences for all your calendars

1. In Calendar, click Settings **Settings**.
2. On the left under **General**, click **Event settings**.
3. Click **Notifications** and select an option:
   - **Off**
   - **Desktop notifications**
   - **Alerts**
4. (Optional) To set up a sound for your incoming notifications, check the **Play notification sounds** box.
5. (Optional) To manage your notifications, on the left, click your calendar > **General notifications.**
6. Next to each option, click the Down arrow and select **None** or **Email**.

Set Your Work Hours

If you'd prefer not to be invited to events outside of your working hours, you can adjust your Google Calendar settings so organizers know to reschedule an event to a better time.

1. On your computer, open Google Calendar.
2. At the top right, click Settings   Settings.
3. On the left, under "General," click Working hours.
   - Tip: If your admin has turned on working location, click Working hours & location. Learn more about your administrator.
4. In the "Working hours" section, click Enable working hours.
5. Select the days you work the times you work.
6. You can split the hours you work based on when you're available.
   - To add more than one time period to your workday, next to a day of the week, click Add .
   - To remove a time period, click Remove .

Tip: When you add work hours, the start time must be before the end time.
Calendar may suggest working hours based on your time zone, the work patterns in your country, and your schedule. You can accept, decline, or edit these suggestions.

CALEDNAR

Create a Calendar Event
1. On your computer, open Google Calendar.
2. Optional: If you want to add guests to your event, on the left click Search for people and start typing the names of your guests.
3. Click any time on the calendar that doesn't already have an event scheduled.
4. Add a title to the event, and any event details.
5. Click Save.

Tip: To create a longer event, drag your mouse down the page while you're selecting the time.

Share Your Calendar With Someone
You can share any calendar you created, and you can set different access permissions for each calendar.

1. On your computer, open Google Calendar. You can't share calendars from the Google Calendar app.
2. On the left, find the "My calendars" section. To expand it, click the Down arrow .
3. Hover over the calendar you want to share, and click More   Settings and sharing.
4. Under "Share with specific people," click Add people.
5. Add a person's or Google group's email address. Use the drop-down menu to adjust their permission settings.
6. Click Send.
7. The recipient will need to click the emailed link to add the calendar to their list.

Tip: To share a calendar that you don't own, you need to ask the owner to give you "Make changes and manage sharing" permission.

USING AI TOOLS

Before you can use the AI tools, you must add the AI application you want/need to your profile.

For example, for:
- Documents, you'd add DocGPT - AI Writer for Docs™
- SlidesAI.io - Create Slides
- GPT for Sheets™ and Docs

1. Login > in the top, right corner, choose the Google Apps menu (it looks like a square of dots)
2. From the left navigation, choose Intelligent Apps
3. Choose the application you want to install by clicking the application icon > Install.
4. Choose the Google account you want to add the application to.
5. Click Continue
6. Click Allow
7. Click Done

Tip! When you open the application you may need to enter an API key. Google walks you through that process, which is free.

Use AI to Write Something New
1. open a document on <u>Google Docs</u>.
2. In the document, click where you want to write.
3. On the top navigation, click Extensions DocGPT > Launch
4. Enter a prompt. For example:
   - "Write a poem about the life of a 6 year old boy"
   - "How-to guide for operating a lawn mower"
   - "Thank you letter after an interview"
   - Tips:For better results, write instructions instead of questions. For example: "Write an event plan for a summit on tech design."
   - To summarize text in your document:
     i. Copy the text.
     ii. On the left, click Help me write (Labs) .
     iii. Write "summarize" and paste the text.
5. Click Create.

USING AI TOOLS

- (Optional) After generating the text, you can:
  - Send feedback about the suggested text: Click Good suggestion or Bad suggestion .
  - Edit your prompt: At the top of the pop-up window, click the prompt. Edit your prompt and click Update.
  - Create a new version of the text: Click Recreate.
    - Important: After creating a new version, you can't go back to the previous version.
  - Rewrite the suggested text: Click Refine and choose an option:
    - Formalize: Makes the text more formal
    - Shorten: Shortens the text
    - Elaborate: Adds details to build upon the text
    - Rephrase: Paraphrases the text
- When you're finished, click Insert.

Use AI to Rewrite Existing Text

1. On your computer, open a document on <u>Google Docs</u>.
2. Select the text you want to rewrite.
3. On the left, click Help me write (Labs) .
4. Choose an option from the menu:
   - Formalize: Makes the text more formal
   - Shorten: Shortens the text
   - Elaborate: Adds details to build upon the text
   - Rephrase: Paraphrases the text
   - Custom: You can also write your own prompt to refine the text.
5. (Optional) After generating the text, you can:
   - Send feedback about the suggested text: Click Good suggestion or Bad suggestion .
   - Edit your prompt: At the top of the pop-up window, click the prompt. Edit your prompt and click Update.
   - Create a new version of the text: Click Recreate.
     - Important: After creating a new version, you can't go back to the previous generated version.
   - Continue refining the suggested text: Click Refine and repeat step 4.
6. Click Replace to accept the new text or click Close to keep your existing text.

USING AI TOOLS

Give Feedback on Generated Text

If you get a suggestion that's inaccurate or that you feel is unsafe, you can let us know by submitting feedback. Your feedback can help improve AI-assisted Workspace features and broader Google efforts in AI.

1. Below the generated text, click Good suggestion or Bad suggestion .
2. If you click Bad suggestion , you can select the issue you found and enter additional feedback.
3. Click Submit.

To provide general feedback on this feature, at the top, go to Help > Help Docs improve.

To report a legal issue, <u>create a request</u>.

ADDITIONAL RESOURCES

Google Drive training and help https://support.google.com/a/users/answer/9282958?visit_id=638118238816685165-1889295311&hl=en&rd=1

FreeGoogleDriveQuickReferenceGuide https://www.customguide.com/cheat-sheet/google-drive-quick-reference.pdf

Google Drive Productivity Guides https://support.google.com/a/users/answer/9282958?visit_id=638118238816685165-1889295311&hl=en&rd=1#productivity

Becky Livingston

Becky Livingston is the President and CEO of Penheel Marketing, a NJ-based firm specializing in social media and digital marketing for CPAs and small business owners. With over 30 years of marketing and tech experience, she is also the author of "SEO for CPAs - The Accountant's SEO Handbook: Get Found Online Organically," "The Accountant's Social Media Handbook," and "SEO Secrets, Myths, and Truths to Being Found Online."

In addition to being a practitioner and speaker, she has also been a passionate educator and student mentor for over ten years with a strong desire to help students recognize the connection between learning and experience. With an outgoing, energetic, and motivating personality Becky uses hands-on learning to encourage students to participate in in-class discussions and activities. She specializes in social media and digital marketing topics.

Google Drive Source: https://support.google.com/a/users/answer/9282958?visit_id=638118238816685165-1889295311&hl=en&rd=1#tips